



### **Public Information Officer**

The Department of Intellectual and Developmental Disabilities (DIDD) is looking for a Public Information Officer. This executive service position is under the supervision of the Assistant Commissioner of Communications and External Affairs and will support the department's communications and outreach efforts related to the Tennessee Early Intervention System (TEIS) as well as other department programs and initiatives. In addition, this position will work in conjunction with the communications team to write and distribute department reports, internal and external newsletters, press releases and regularly update DIDD web properties. This position does require some overnight travel within the state.

### **Responsibilities**

- Act as communications point of contact for the Tennessee Early Intervention System (TEIS)
- Work with DIDD communications staff and TEIS leadership to develop and execute a comprehensive communication and outreach plan for TEIS
- Write and distribute press releases, reports, brochures, newsletters, and other internal and external communications as needed
- Develop content for DIDD social media properties
- Update DIDD web properties
- Perform other communications functions as assigned by the Assistant Commissioner of Communications and External Affairs
- Assist with special events planning, multimedia presentations, and media requests as needed

### **Knowledge, Skills and Abilities**

- Strong writing skills, knowledge of AP style preferred
- Strong verbal communication and presentation skills
- Experience writing content for various social media platforms including Facebook, Twitter, Tumblr and LinkedIn
- Experience using Adobe Creative Cloud preferred
- Able to effectively use a content management system for updating various web properties
- Able to meet deadlines and manage multiple projects

- Skilled in communicating with a wide range of people, including those with intellectual and developmental disabilities.

## **Education and Experience**

- Bachelor's Degree required, preferably in journalism, communications, marketing or public relations
- Two years of experience in journalism or public relations preferred

Interested candidates should send a resume, cover letter, and at least two writing samples to Carly Carlton, at [Carly.Carlton@tn.gov](mailto:Carly.Carlton@tn.gov). Deadline for submitting applications is November 15, 2019.

## **About the Department of Intellectual and Developmental Disabilities**

The Department of Intellectual and Developmental Disabilities is the state agency responsible for administration and oversight of community-based services for approximately 8,000 people with intellectual disabilities as well as 4,000 people through the Family Support Program. Every day, the department strives to support people to live rewarding and fulfilling lives. It does so by ensuring people are free to exercise rights, engage with their broader communities and experience optimal health. DIDD is the first and only state service delivery system in the nation to receive Person-Centered Excellence Accreditation from the Council on Quality and Leadership. It has also been recognized as a national leader in its efforts to increase competitive, community-based employment outcomes for people with disabilities.

If your name appears on the Tennessee Department of Health Abuse Registry, we cannot consider you for employment in this position.

This organization participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens, and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, gender identity, sexual orientation, or any other category protected by state and/or federal civil rights laws.